# Avaya 3725 DECT Telephone

Quick Reference Guide

**Display Icons**

- Signal strength
- Battery status
- Voice mail
- Microphone off
- Ring volume set to silent
- Loudspeaker on
- Loudspeaker off
- Sound off
- Headset connected
- Bluetooth headset connected
- Bluetooth
- New message
- Read message
- Missed call
- Incoming call
- Outgoing call
- System connection
- Key lock
- Phone lock

## Product presentation

The cordless telephone is a feature-rich handset with colour display, telephony, messaging, and bluetooth. It is designed to be used in office environment and medium demanding environment such as hospital environment.

It is suitable for users dependent of being reachable and/or having a need for mobile voice and messaging features, which makes it ideal for applications where the user needs either one way messaging or to be able to interact with other users. The colour display enhances and simplifies the use of the cordless telephone.

Read the safety instructions before use.

For software download and parameter set up, read the *Installation and Administration Manual, IP DECT*

| ***Functions*** | ***3725*** |
|---|---|
| *Local phonebook (250 contacts)* | *X* |
| *Central phonebook* | *X** |
| *Company phonebook* | *X* |
| *Vibrator* | *X* |
| *Headset connector* | *X* |
| *Microphone on/off during call* | *X* |
| *Loudspeaking function* | *X* |
| *SMS (Short Message Service)* | *X** |
| *Voice mail access* | *X** |
| *Centralized management* | *X** |
| *Easy replaceable battery* | *X* |
| *Bluetooth* | *X* |

** System dependent*

**Note:** Your unit may have more functions than described here; see *User Guide, Avaya 3725 DECT Telephone.*

## Basic functions

**Switch the telephone on/off**

Press and hold the **On-Hook** key until pop-up question is displayed.

**Make a call**
Dialling can be made in the following ways:

- In idle screen, dial the number and press the **Off-hook** key .
- Press the **Off-hook** key and enter the number.
- Press a pre-programmed Hot key***** or Soft key.
- Dial a number from the local phonebook. Enter the Contacts menu, select **Call contact** and select the name from the list, press **Call** or the **Off-hook** key .
- Dial a number from the Central phonebook. Enter the Contacts menu, select **Central phonebook > search by name/number/last result**, and press **Search**. Press **Off-hook** key .

* *The alpha-numeric keys can be programmed with a telephone number.*

**Answer/End a call**

When the ring signal sounds; press the **Off-hook** key to answer.

To end the call, press the **On-hook** key .

**Turn loudspeaking function on/off**
During a call, press the left Soft key to turn the loudspeaking function on/off.

**Turn audio signals on/off**
In idle mode a long press on the **Sound off** key changes between audio signals on/off. The **Sound off** icon indicates a completely silenced telephone.

- A short press on the **Sound off** key before answering a call, silences the ring signal.

**Lock/Unlock the keypad manually**

Press the -key to lock/unlock and then Soft key **Lock/Yes**. The **Locked keypad** icon indicates a locked keypad.

**Change the volume during a call**
Press the Volume button upwards to increase the volume, downwards to decrease the volume. Or, use the Navigation key to adjust the volume.

**Charge the battery**
Charging is done in a desktop charger or in a charging rack. Charging is indicated by orange LED. When the battery is fully charged the LED is green and a fully charged **Battery** icon is displayed.

While in a desktop charger the telephone is fully operational. The telephone does not vibrate in charger.

The battery can also be charged in a separate battery pack charger.

**Note:** Charging below 5°C will harm the battery and shorten the lifetime.

**Remove the battery**
It is recommended to switch off the telephone before removing the battery.

## Messaging

**Receive a text message**
When a text message is received, the LED starts flashing and a message tone sounds. A pop-up **New message(s):1 View now?** is displayed and the Soft keys **Yes/No** to read

the message now or later. The message is then stored in the message list. The **New message** icon is shown in the display.

If the message is received during a call, the user is notified by a beep.

**Read a stored message**

Open the Message list, either from the messaging menu or by pressing the Navigation key ▲ in Idle screen. Use the Navigation key ▲▼ to navigate in the Message list. Select message and press the soft key **View** to read the message.

**Send message**

Open the Messaging menu , and select **Write new message**. Enter text, press the soft key **Send**, and then enter a number, or press the midle soft key for phonebook look-up. Press **Send**.

**Delete a stored message**

To delete a message, select message and press the soft key **More**, select **Delete**, and press the soft key **Yes**.

**Check voice mail**

A new voice mail is indicated by a pop-up and the icon. Only one voice mail at the time will be displayed in the message list.

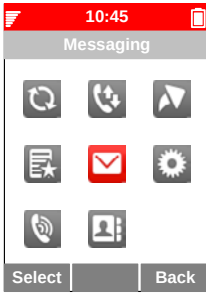
Open the **Messaging** menu, select **Inbox**, select , press the soft key **View**, and press **Call**.

or

A long press on digit key **1** will call your voice mail. If the extension number is not available a pop-up **Voice mail number not defined** is displayed. See *User Guide, Avaya 3725 DECT Telephone*.

# Menu

*For descriptions of all functions; see User Manual, Cordless Telephone 3725.*




**Navigate the menu**

Use the Navigation key to move around in the menu structure.

The menus are; **Connections**, **Calls**, **Short cuts**, **My favourites**, **Messaging**, **Settings**, **Profiles**, and **Contacts**.

The three Soft keys below the display are used for choices in the menu. The function of each Soft key is explained by text in the soft key field in the display.

**Use the local phonebook**

To find and call a name: Enter **Contacts**, step to **Call contact** and press **Select**. Enter the first letter in the name or the whole name (will be displayed in Search field while entering text), or step in the contact list. Select the name and press **Call**.

To edit the contact: Select **Edit contact**, select the name and press **Edit**. Make your changes, press **OK** and then press **Save**.

To add a contact, select **Add contact**, select **New** or **From call list**. Press **Add**, enter the name and press **OK**. Select **Number**, enter the number, press **OK** and press **Save**.

To delete a contact: select **Delete contact**, select the name, press **Delete**, and then press **Yes**.

**Use the central phonebook**

Enter **Contacts** , and select **Central phonebook**. Select **Search by name**, **Search by number**, or **Last result**. Enter the first letter(s) in the first name, and/or the first letter(s) in the family name. Press **Search**. The Central phonebook will be searched and a list of matching names will be displayed. You can step to the next entry in alphabetic order by pressing the Navigation key. Press **More** to add contact, or press **Call** or the Call key to make the call.

**Use the company phonebook**

The company phonebook has to be imported via the PDM before it will be visable in the handset. See *User Manual, Cordless Telephone 3725.*

Enter **Call list**. A contact from the company phonebook is marked with the symbol. Select name/number and press **Call**, only work number is available for the contact and it is not editable.

**Soft keys, Hot keys and Multifunction button**

The three Soft keys below the display can be defined for specific functions such as dialling a specific number.
A long press on a Hot key can have the same function as a Soft key and any key **0**, **2** - **9** can be programmed as a Hot key. The Multifunction button can also be programmed for different functions with the use of long press and double press.
For more information about Soft keys, Hot keys and Multifunction button, see *User Guide, Avaya 3725 DECT Telephone.*

**Turn the automatic keypad lock on/off**

Enter **Settings** , and step to **Locks**. Select **Automatic key lock Off/On**, select **On/Off**, and press **Back**. A locked keypad is indicated by the **Key lock** icon .

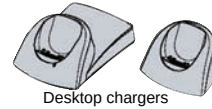
To unlock,press the key , and then the Soft key **Yes**.

## Accessories

The following accessories for the Avaya 3725 DECT Telephone are available:

Leather casing incl. belt clip

Belt clip, swivel type



Desktop chargers

**Also available:**

- Telephone lanyard
- Rackmount Charger
- Multiple Battery Charger